

**WILDLIFE CONSERVATION BOARD**

1807 13<sup>th</sup> Street, Suite 103  
Sacramento, California 95814-7117

**Riparian Habitat Restoration Funding Application  
Guidelines and Evaluation Procedures**

**PROJECT INFORMATION SUMMARY**

**APPLICANT INFORMATION**

Name of Organization Requesting Funding: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Federal Employee Identification Number(nonprofit organizations  
only) \_\_\_\_\_

Person Representing Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

**PROJECT INFORMATION**

Project Title: \_\_\_\_\_

County: \_\_\_\_\_

Funding Request \$ \_\_\_\_\_

Total Project Cost (include in-kind contributions): \$ \_\_\_\_\_

Project Location: Distance and direction from nearest city: \_\_\_\_\_

Landowner information: \_\_\_\_\_

Proposed starting date: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

Legislative District: Senate \_\_\_\_\_ Assembly \_\_\_\_\_

Assessor Parcel Number(s): \_\_\_\_\_

Total acreage to be restored: \_\_\_\_\_

## PROJECT DESCRIPTION

Thoroughly describe the entire project (not just what you want WCB to pay for) and clearly indicate which portions are proposed for WCB funding. Certain items of this description can be summarized on the cover page as shown above. The project description should include the following information, at a minimum:

**Project site location and directions for access** (a good regional map will help with this).

**Existing landowner(s):** provide name, address and telephone number/email.

**Existing habitat conditions and project objectives:** Describe the existing habitat and its condition (size in acres; degraded, fragmented, absent, other). Identify the problem(s) and how the problem(s) will be solved (i.e., what are the objectives of the project?). How will the project be monitored to see if the objectives are met? Will the monitoring information be provided to WCB at the end of the implementation period? Are there plans for longer-term monitoring to evaluate effectiveness of the restoration project, and if so, will periodic reports be made available to WCB.

**Existing protection for habitat:** Is the land protected by public ownership (fee title or conservation easement)? If not, and the landowner is interested in protection, please describe.

**The expected after-project condition,** including acreage to be restored, distribution of habitat (width of corridor on each side of the stream) understory/overstory vegetation, surface water features, etc.). Provide site maps, engineering designs (if available), schematic drawings, color photographs of the site and examples of reference habitat sites.

**Current land use/zoning/local importance:** Is the project site currently being farmed? Is the site zoned for agriculture or is it identified by the county as important farm land? Is the property currently encumbered with a Williamson Act contract? What are the adjacent land uses?

**Special status species of wildlife:** Will the project benefit threatened or endangered species or species of special concern (i.e. provide habitat for breeding or foraging)? If yes, please list the species and describe the benefits.

**Flooding frequency/hydrology.** How often does the site flood? Does the stream have a dam upstream of the site?

**Project readiness/schedule:** Has the applicant obtained the necessary permits and completed/approved all required environmental documents? Describe where this process stands. For the CEQA process, please indicate which public

agency will be the Lead Agency, and describe the status of the required CEQA documentation—**it is not necessary for the CEQA process to be completed before filing this application**. Please contact WCB for assistance if needed. Does the project have support from the adjacent landowners, local government, and DFG? When do you want to begin work, and what is the anticipated schedule for completion of the restoration work?

**Long-term management:** The plan should address how the restored area will be managed, maintained, and monitored after construction is completed, and who will be responsible for these activities). WCB normally requires this plan to address management that will take place after the improvements are completed (usually two to three years from date of WCB approval) up to 25 years from the date of WCB approval.

**Funding:** Provide a complete line item budget for the proposed project. The budget should include all funding partners (including all other sources whose funds have been requested), and indicate how each project work activity will be funded. Also indicate which activities will be supported by in-kind contributions. If in-kind contributions are to be used, please explain the type of service that will be provided and the estimated dollar value of that service for each activity. See example of budget table below:

Work Item	Fund Source #1	Fund Source#2	WCB	Total Estimated Cost
Project Management				
Project Design (Site Plan, planting plan, etc.)				
Administration (10% of project cost)				
Materials				
Nursery – raised plants (if needed)				
Vegetation maintenance (irrigation, weeding, predator control, etc.)				
Project sign				
Contingency (5% of project cost)				
<b>TOTAL ESTIMATED COST</b>				

**CCC involvement:** Will the project be implemented, at least in part, by the California Conservation Corps?

**Other factors:**

Describe the landowner interest and support for this project.

Will the public be allowed to access the site for fishing, hunting or wildlife viewing?

What is the risk if the project is not implemented now?

Is the project part of a watershed or regional planning effort.

**Resolution from applicant:** Please provide a resolution of support from the applicant's governing body. This can be done using the sample forms that are provided following these guidelines. The resolution should state clearly the name of the individual who is authorized by the governing body to sign the grant agreement or other contractual forms which may be used by WCB for the project.

## APPLICATION CHECKLIST

Full project description

Budget

Schedule

Project location map

Detailed project drawing (a sketch showing relevant features of the proposed restoration project from a plan view)

Photos of proposed project site (color prints that clearly show project features)

Copy of approved CEQA document, or a narrative description of the status of the CEQA process that is underway (identify the Lead Agency and contact person)

If the restoration project is to be located on private lands, a legal description of the property is required, including the assessor's parcel number(s).

Adjacent landowner names and addresses

Management plan

Resolution from applicant's governing board

### HOW TO SUBMIT APPLICATION

Mail two copies of completed application to:

Executive Director  
Wildlife Conservation Board  
1807 13<sup>th</sup> Street  
Sacramento, California 95814-7117

## Sample Resolution for Governmental Agencies

Resolution No. \_\_\_\_\_

RESOLUTION OF  
THE \_\_\_\_\_

(Governing Body, City Council/Board. of Supervisors)

OF \_\_\_\_\_ APPROVING THE APPLICATION FOR  
GRANT FUNDS  
(City, County, District)

FROM THE WILDLIFE CONSERVATION BOARD/CALIFORNIA RIPARIAN  
HABITAT CONSERVATION PROGRAM FOR THE

\_\_\_\_\_  
\_\_\_\_\_.  
(Title of Project)

WHEREAS, the Legislature has established the California Riparian Habitat Conservation Program within the Wildlife Conservation Board and, through a grant program is providing assistance to further the objectives of the California Riparian Habitat Conservation Program.

WHEREAS, the \_\_\_\_\_ intends to  
(Governing Body)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Brief Description of Project)

for the conservation, restoration, and/or enhancement of riparian habitat.

NOW, THEREFORE, BE IT RESOLVED THAT THE GOVERNING BODY OF  
THE

\_\_\_\_\_ HEREBY:  
(Name of Governing Body)

1. Approve the filing of an application for funding from the Wildlife Conservation Board/California Riparian Habitat Conservation Program; and,
2. Certifies that \_\_\_\_\_ will comply  
(Name of Governing Body)  
  
with all federal, state, and local environmental, public health, and other appropriate laws and regulations applicable to the project and will obtain all appropriate permits applicable to the project; and
3. Agrees to operate and maintain the project and further commits to the terms and conditions specified in the grant agreement; and
4. Appoints \_\_\_\_\_ as representative  
of  
(Authorized person)  
  
the \_\_\_\_\_ to conduct negotiations, execute and submit all documents, including, but not limited to, applications, agreements, amendments, payment requests, and other documents which may be necessary for the completion of the proposed project.

APPROVED AND ADOPTED THE \_\_\_\_\_ day of \_\_\_\_\_ 199\_.

I hereby certify that the foregoing Resolution No. \_\_\_\_\_ was adopted by  
the \_\_\_\_\_.  
(Name of Governing Body)

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

**Sample Resolution for Non-Profit Organizations**

RESOLUTION No. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF

\_\_\_\_\_  
(Name of Organization)

FOR  
THE \_\_\_\_\_  
(Title of Project)

WHEREAS the Legislature has established the California Riparian Habitat Conservation Program within the Wildlife Conservation Board and through a grant program for nonprofit organizations is providing assistance to further the objectives of the program, to conserve, restore, and/or enhance riparian habitat.

WHEREAS, the \_\_\_\_\_ intends  
to \_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Brief Project Description)

for the conservation, restoration, or enhancement of riparian habitat.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS  
OF THE

\_\_\_\_\_ HEREBY:  
(Name of Organization)

1. Approves the filing of an application for funding from the Wildlife Conservation Board/California Riparian Habitat Conservation Program;  
and
2. Certifies that \_\_\_\_\_ will comply  
(Name of Organization)



- with all federal, state, and local environmental, public health, and other appropriate laws and regulations applicable to the project and will obtain all appropriate permits applicable to the project; and
3. Agrees to operate and maintain the project and further commits to the terms and conditions specified in the grant agreement; and
4. Appoints \_\_\_\_\_ as representative of  
(Authorized Person)
- the \_\_\_\_\_ to conduct negotiations,  
(Name of Organization)
- execute and submit all documents including but not limited to applications, agreements, amendments, payment requests, and other documents which may be necessary for the completion of the proposed project.

APPROVED AND ADOPTED THE \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

I hereby certify that the foregoing Resolution was adopted by the Board of Directors of the \_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_

Chairman/President